



Michigan Supreme Court

State Court Administrative Office

Field Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

Ryan P. Gamby
Director

MEMORANDUM

DATE: August 31, 2021

FROM: SCAO Forms Team

RE: Notice of Revision of MC 507, Request for e-Service by MiFILE
Notice of Creation of MC 514, Receipt of Prepaid Filing Fees for MiFILE Transaction

Form MC 507 has been revised. Further, form MC 514 was created. A brief explanation of the changes and copies of the forms are provided below.

If a form is used by the court through a JIS case management system, you will receive a separate notice from JIS regarding the release of the form. Until then, please use the current version posted to the One Court of Justice website.

Please contact CourtFormsInfo@courts.mi.gov if you have any questions or comments.

[MC 507, Request for e-Service by MiFILE](#)

Most recent update: (8/21) version

Use of existing paper stock: Existing stock cannot be used after 9/30/2021

➤ Click here to see the form.

This form was revised to guide the person filing it out as to the circumstances where use of the form is appropriate.

[MC 514, Receipt of Prepaid Filing Fees for MiFILE Transaction](#)

Most recent update: (8/21) version

Use of existing paper stock: THIS IS A NEW FORM

➤ Click here to see the form.

This form was created for use by MiFILE users who prepay fees using cash, check, or money order.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	REQUEST FOR E-SERVICE BY MIFILE	CASE NO. and JUDGE
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Court address

Court telephone no.

Plaintiff's/Petitioner's name, address, and telephone no.	v	Defendant's/Respondent's name, address, and telephone no.
Plaintiff's/Petitioner's attorney, bar no., address, and telephone no.		Defendant's/Respondent's attorney, bar no., address, and telephone no.
In the matter of _____		

1. I, _____, have a legal relationship to this case as follows:
First, middle, and last name

☐ a. I am a party already named in the case but my name does not display in MiFILE. I was added to the case on

Date

☐ b. I am an attorney already named in the case but my name does not display in MiFILE. I was added to the case on

Date

, and I am representing _____,

Name of party

who is a

Type of party

☐ c. I was added to the case by order of the court on _____ as a _____,
Date Role (i.e. guardian ad litem, receiver)
but my name does not display in MiFILE.

2. I am registered with MiFILE and confirm that I should receive e-service in this case at the e-mail address provided when I registered in MiFILE.
3. I request that I be added to this case as an e-service recipient so that I can receive documents and notifications in this case through MiFILE.

Date

Signature

NEW FORM

JIS Code: RPF

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	RECEIPT OF PREPAID FILING FEES FOR MIFILE TRANSACTION	CASE NO. and JUDGE
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Court address

Court telephone no.

Plaintiff's/Petitioner's name

v

Defendant's/Respondent's name

In the matter of _____

Use Note: This form is used when a filer mandated to e-file prepays filing fees with cash, money order, or check.

1. Filing fees in this case were prepaid to the court instead of through MiFILE. Details of the transaction are as follows:

Type of payment: ☐ cash ☐ money order (number _____) ☐ check (number _____)

Type of document filed: ☐ pleading ☐ motion ☐ jury demand ☐ other: _____

Amount \$ _____ receipt no. _____

Payer: _____
Name

Street address

City, State, Zip

Telephone no.

2. The document(s) for which one or more fees was paid must be filed in this case through MiFILE no later than _____.
If not filed by this date, the filing fee(s) paid, as specified in item 1, will be refunded to the payer. Date

FOR COURT USE ONLY

Use Note: This section is used to record receipt of the filings for which the filer prepaid or refund if the filer does not file the documents in MiFILE by the date in item 2 above.

☐ Filing received _____
Date

☐ Filing not received by the required date. Filing fee refunded by _____
Clerk name

Refund issue date: _____

Check or voucher # _____